

Vacancy Announcement

ANNOUNCEMENT NUMBER 16-49

OPEN TO: Any qualified and well-experienced individual
POSITION: Chief of Mission Residence (CMR) Manager
OPENING DATE: April 7, 2016
CLOSING DATE: April 21, 2016
WORK HOURS: Full-time; 48 hours/week
SALARY: **JD xxx (Negotiable)**

The U.S. Embassy Amman is seeking an individual for the contractor position of Chief of Mission Residence (CMR) Manager. The Contractor is an Official Residence Expenses (ORE) household employee and is neither a U.S. Government employee nor an employee of the U.S. Embassy. The Contractor is an employee of the Chief of Mission in whose official residence they work. All employment contracts are between the Chief of Mission and her Household Employees.

POSITION FUNCTION:

The incumbent serves as CMR Manager and provides management of day-to-day operations of the Ambassador's Residence. This position requires working occasional evenings and weekends with an irregular schedule.

The duties as a Residence Manager include, but are not limited to:

- Plan and coordinate representational events -- working closely with the Ambassador's Office and Special Assistants for scheduling and guest lists -- to include staffing, furniture requirements, menu preparation, table/seating arrangements, order and purchase any needed items, supervise deliveries, supervise caterers or outside contractors and/or laborers, and orchestration of event;
- Work with the cook and review menu planning for all events;
- Manage budget to ensure costs do not exceed budget;
- Establish and maintain files of supporting documents relating to representational events/vouchers;
- Greet and register guests;
- Help the cook and the servers during representational events;
- Manage own schedule to be available for supervision of social events, including evenings and weekends, as required, and ensure success of those events;
- Supervise residence staff (Butlers, Cook and Housekeepers);
- Manage and train the residence staff, assign duties and schedule shifts, prepare evaluation reports and ensure high standards are maintained;

- Establish and maintain files on each employee with supporting documents, time and attendance, leave balances, salary and benefits;
- Oversee the residence staff in the procurement and preparation of all food served;
- Train workers in food handling and sanitation procedures, compliance with health and safety standards, proper storage, safety procedures, and presentation;
- Inspect supplies, equipment, and work areas to ensure efficient service and conformance to standards;
- Observe and evaluate staff and work procedures in order to ensure quality standards and service;
- Perform personnel actions such as hiring and firing staff, consulting with embassy staff as necessary;
- Maintain good morale among residence staff.

Financial:

- Manage all household expenditures;
- Create voucher for each representational and non-representational event;
- Manage and reconcile small cash reserve;
- Shop for and purchase most non-food residence items, such as flowers, gifts etc;
- Coordinate with financial office that staff is being paid on a monthly basis.

Maintenance/Inventories of Assets:

- Initiate procurement requests for operational requirements of the residence in coordination with embassy offices;
- Place work orders and coordinate with GSO and Facilities all the work in the house;
- Place access requests and coordinate with RSO entrance of guests in the CMR;
- Responsible for maintenance and management of all assets within the CMR, including the conduction of inventories and to ensure official and personal property of the residence is protected from loss and damage;
- Accepts responsibility for all expendable supplies; perform periodic inventories and reconciliations.

QUALIFICATIONS REQUIRED:

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

1. **Education:** Completion of high school is required.
Supporting documents (diploma) must be included in the application for eligibility purposes.
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2. **Experience:** Two years of managerial, administrative, hospitality management, events planning, or protocol experience, one of which must be in an embassy or international environment, is required.
3. **Language:** Level 4 spoken and written English (fluent), is required. English proficiency will be tested.
4. **Knowledge:** Knowledge of protocol, general etiquette, American culture, and local social customs is required. Basic skills in book-keeping and simple accounting principles is required. Computer skills including MS Word and Excel is required.

5. **Abilities & Skills:** Previous experience in a similar position with planning and executing social events is required. The ability to adapt to and accommodate local customs while maintaining American methodology and social mores is required. Must be mature and have advanced interpersonal skills with the ability to keep up with the wide variety of duties. Discretion, common sense, tact, honesty and diligence is required. The ability to foster a team environment while working with minimal supervision and direction is required. The ability to learn and follow ORE Regulations and to draft correspondence is required. A positive and professional demeanor is required.

TO APPLY:

Interested applicants must submit their application and all supporting materials to AmmanEmployment@State.gov or it will not be considered. Please note “**CMR Manager**” in the subject line of the e-mail.

CLOSING DATE FOR THIS POSITION: April 21, 2016
An Equal Opportunity Employer